

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3720

TITLE: HISTORIAN IV

GRADE: S-24

DEFINITION:

Under administrative direction, to assist the division manager in the planning, administration and supervision of the division's overall historical activities; to coordinate and direct all facilities and personnel; and to perform related work as required.

TYPICAL TASKS:

Directs and coordinates the implementation of historical plans and programs at the divisional level;

Oversees the division's programs and operational components at all major historical sites;

Directs, coordinates and provides guidance to the support sections;

Administers activities and facilities of historical interpretation, including museum operations;

Conducts special management studies for the division;

Maintains a liaison with other key park officials, other agencies, citizen organizations, and the public on issues of historical concern to the County;

Directs staff operations and training;

Assists the division manager in budget development and administration.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of American and regional history;

Extensive knowledge of historical park management practices;

Thorough knowledge of County operating policies;

Considerable knowledge of architectural history;

Ability to plan, direct and manage the work of subordinate staff;

Ability to speak and write effectively;

Ability to develop and maintain effective working relationships with staff and public officials.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a bachelor's degree in American history, American studies, museology, architectural history or a closely related field; plus five years of progressively responsible experience in museum or historical site interpretation, education and/or research, including two years of supervisory experience. Graduate studies are highly desirable.

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REVISED: January 12, 1987